

# Preparing for Your Site Visit Yellow Cohort

January 2018



# This webcast will cover:

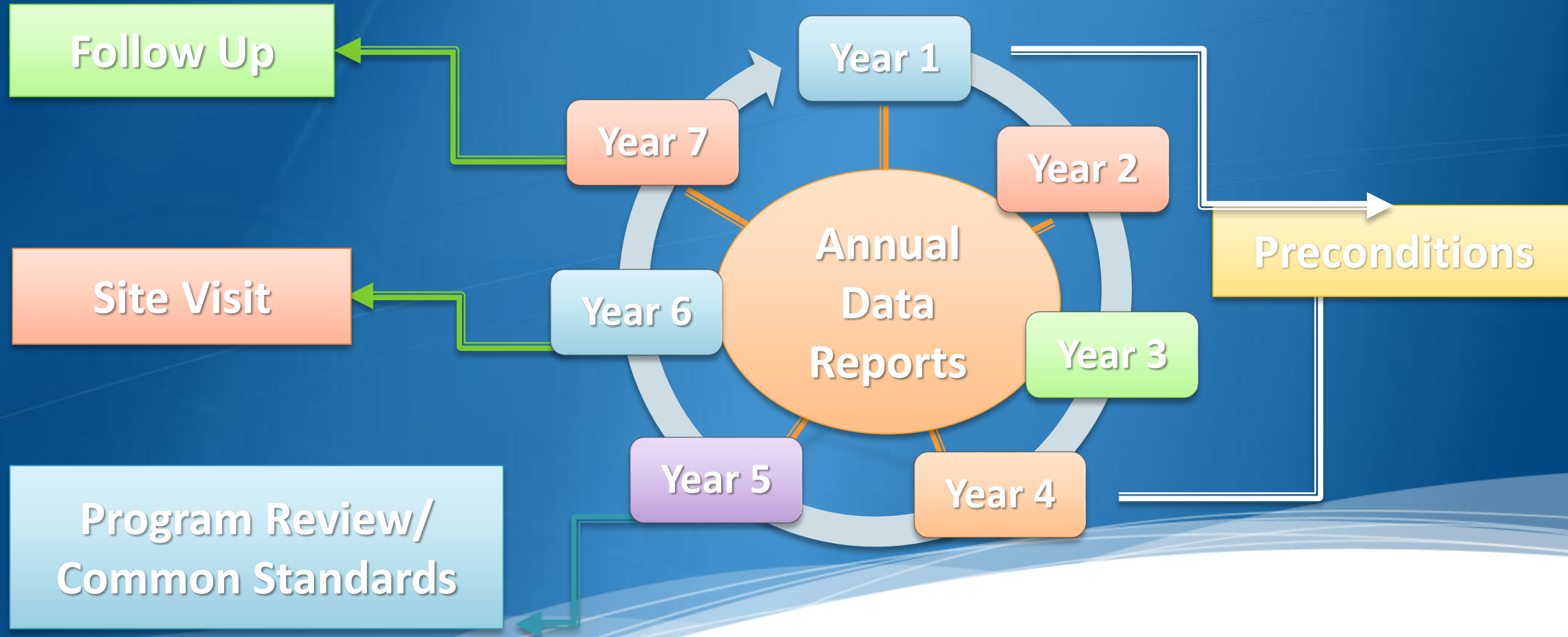
- Who is the site visit consultant and what do they do?
- What will the accreditation team look like?
- How would we design an accreditation website?
- What happens with the preconditions?
- What do we need to do now with Program Review?
- What do we need to do now with Common Standards
- What are the data expectations?
- What are the logistics for the visit?
- Who does the team need to interview?
- What happens at the end of and after the visit?

# Helpful Tip in Preparations: Use a Team Approach!

- Logistics Coordination
- Technology Coordination
- Common Standards Preparation
- Program Specific Preparation
- Collection of Data
- Organization of Interview Schedule

**Meet regularly, use common checklists! Start now!**

# Accreditation Cycle



# The Accreditation Cycle

## Site Visit

*Examines unit and program operations, effectiveness and quality*

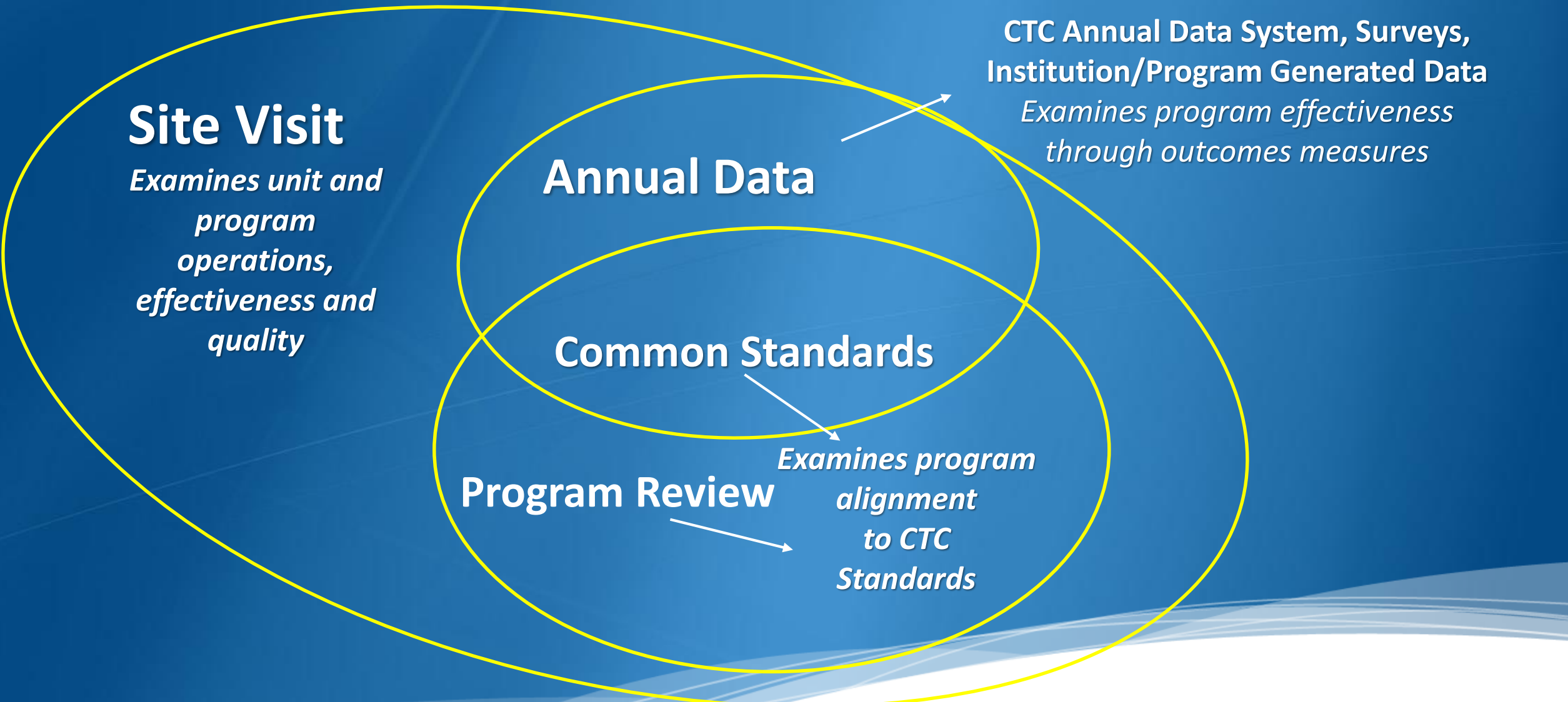
## Annual Data

CTC Annual Data System, Surveys, Institution/Program Generated Data  
*Examines program effectiveness through outcomes measures*

## Common Standards

## Program Review

*Examines program alignment to CTC Standards*



# The CTC Consultant: What is His or Her Role?

Work with and advise the institution in the year leading up to the visit:

- Year out pre-visit, Monthly phone calls re:
  - Presentation of documentation and evidence
  - Development of interview schedule
  - Logistics
- Conduct the 2 month out pre-visit w/team lead
  - Face to face meeting or via Zoom, possible stay overnight at contracted hotel
  - Finalize interview schedule and logistics
  - Review accreditation website
- Facilitate the site visit
  - Ensure the integrity of the process
  - Ensure good communication with the institution
- Finalize/Edit the site visit report
- Presentation to the COA w/team lead
- Work with institution on addressing any stipulations after the site visit

# What will the Accreditation Team Look Like?

Each institution's accreditation team will differ in size and composition depending on number and type of programs.

## Institutions with 1-2 Programs

1 Team Lead

1-2 Common Standards reviewers

1 Program Sampling Person

## Institutions with 3 or more programs

1 Team Lead

2 Common Standards Reviewers

# of Program Sampling Depends on  
Type of programs, how they are  
delivered, and expertise of reviewers

Not one to one reviewer to program!



# How are Costs of the Site Visit Handled?

CTC and Institution enter into a “Not to Exceed” Contract.

CTC reimburses institution AT STATE RATE only for:

- Lodging of the team
- Meeting room cost at the hotel
- All meals paid for by the institution (hotel and on campus)

Institution is responsible for finding a hotel in a safe and convenient location within the state rate. Consider traffic time

Larger teams may also need assistance with transportation. CTC does not reimburse institutions for this cost.



# Big Picture: What do we need to prepare?

What is Needed?	When Needed?
Preconditions Document	Already Submitted – Need to Get All to MET
Program Review Submission	Submitted in October 2017, Review Process through Jan 2018. Feedback following shortly
Program Review Addendum	At least 60 days before visit
1-2 Page Summary of Changes	At least 3 months before visit
Common Standards Submission	February 28, 2018
Common Standards Addendum	At least 60 days before visit
Draft Interview Schedule	At least 3 months before visit
Finalize Contract with CTC	At least 60 days before visit
Final Interview Schedule	2 Month out Pre Visit
Website Finalized	At least 60 days before site visit
Outcomes Data	As required

# Continuing to Develop an Accreditation Website

- Program Review Required a Website
- Documentation and evidence presented through website (may be password protected)
- Organized by both Common Standards and Programs' Standards (all relevant evidence)
- Available Outcomes Data
- Determine an organizational scheme that is easy to navigate and makes sense to team members—not just an alphabetical list
- Evidence should be electronic whenever possible

# What Needs to be on the Website?

Preconditions

Common Standards

- Submission with evidence (live links)

- Feedback from Reviewers

- Addendum

Program Review

- Submissions for All programs with evidence (live links)

- Feedback from Reviewers

- Addendum

Program Summaries for every program (including any AAs)

Summary of Program Changes (since submission of PR docs)

Any and all relevant data (CTC Survey Data, Available Outcomes data)

Other pertinent data requested by team

# Preconditions

- ✓ Ensures compliance with laws, regulations and Commission policies
- ✓ Must be in compliance at all times
- ✓ Yellow Institutions Have Received Feedback
- ✓ If not all deemed MET yet, please resubmit ASAP
- ✓ Must include preconditions document and feedback on institutions accreditation website for the team
- ✓ Questions – Site visit Consultant

# Program Review: What now?

- Already submitted for EACH program offered by institution
- Institutions will receive feedback for ALL programs at the same time in the coming weeks.
- Program Review Feedback will inform the Common Standards review this spring.
- Program Review Addendum must be prepared addressing additional information needed for any standard that was not yet deemed “preliminarily aligned.”
- Addendum must be available on the institution’s accreditation website 60 days before site visit.

# Common Standards: What Can We Expect?

Five Common Standards: Due February 28, 2018

- 1. Institutional Infrastructure to Support Educator Preparation**
  - 2. Candidate Requirement & Support**
  - 3. Course of Study, Fieldwork, and Clinical Practice**
  - 4. Continuous Improvement**
  - 5. Program Impact**
- Follow the directions! Required evidence, limited narrative!
  - Responses must reflect ALL credential programs offered by institution.
  - Review will be done this spring. Feedback following
  - Common Standards Addendum to be prepared and available on the accreditation website no later than 60 days before visit.

TA webcast: <http://www.ctc.ca.gov/educator-prep/accred-assist.html>



# Data Expectations: What Do We Need?

- Full participation in the Annual Data Submission process
  - Currently, enrollment, pathways, completion, etc.
  - New data elements next year possible
  - Keep apprised of Annual Data submission process
- CTC Survey data on program completers, employers, mentor teachers as available
- Candidate Competence and Program Effectiveness Data as required by C.S. 4.
- What does your outcomes data indicate for quality?



# Interview Schedule: Where Do We Begin?

- Purpose – To ensure that the reviewers are able to gather interview information about effective implementation of the program from a variety of key stakeholders.
- Notify your stakeholders early of your site visit days to secure their availability
  - Field Supervisors, Mentors, Coaches
  - Master teachers
  - Employers (school site level)
  - Institutional Administrators
  - Faculty, Instructional personnel, Professional Development Providers
  - Advisory groups
  - Candidates (all pathways)
  - Completers from two previous years
  - Community and Educational Partners
- Resources to help you plan
  - Accreditation Handbook*
  - Colleagues with recent SV experience*

# Interview Schedule: Where Do We Begin?

Common Standards—interview across the education unit focusing on concepts in the Common Standards

- Institutional level personnel
- Advisory Boards

Programs—interview one stakeholder constituency at a time within the assigned cluster of programs

- Faculty
- Candidates
- Completers
- Master Teachers/Mentors/Coaches

# Interview Schedule: Where Do We Begin?

- Interviews are held in stakeholder groups (faculty, site supervisors, coaches) across programs
- Adequate representation from each program/pathway must be secured
- Interviews should be no shorter than 30 minutes in length with some processing and transition time between
- Limit number of individuals to a reasonable amount
- Don't schedule several reviewers in same session.
- **Ensure those with supervisory authority are not interviewed in the same session with those that they supervise.**
- Work closely with your site visit consultant and team lead

# Team Findings: What Do We Need to Know?

After a thorough review of all the evidence and interviews are completed the team is charged with following:

- Rendering a decision for every Common Standard and every program standard for which the institution offers a program.
  - Met
  - Met with Concerns
  - Not Met

These decisions cannot be changed by the COA.

- Making an accreditation recommendation of one of the following:
  - Accreditation (with or without 7<sup>th</sup> year report)
  - Accreditation with Stipulations—3 levels (stipulations, major, probation)
  - Denial of Accreditation

# The Team Report: What is the Process?

- Summary Report of Findings and Accreditation Recommendation is provided to institution at the end of the site visit; written report within two weeks.
- COA reviews the full report at the next regularly scheduled meeting (1-2 months). Institutional personnel required to attend in person or via technology
- COA makes an Accreditation status decision, determines any stipulations
- Accreditation Report and COA determination is posted on the CTC website

# What Happens After the Site Visit?

- The 7<sup>th</sup> Year of the Accreditation Cycle is designed for Follow up to the Site Visit.
- COA makes the Accreditation Decision and assigns Stipulations if necessary.
- If Stipulations or follow up is required, your Commission Consultant will continue to work with the institution.
- Stipulations must be addressed within one year. The COA may ask for progress reports sooner.
- Some stipulations may require revisit, with the institution paying for the cost for the reviewers.



# What About New Programs or Inactive Programs?

New Programs – Any programs approved after the deadline for Program Review.

- All programs are part of the site visit
- Specifics will depend on how long the program has been in operation
- If no completers – won't be on the interview schedule
- Reviewers will use the IPR documents as a resource
- Even though new, the team will still need to assess how the program is doing so far

Inactive programs – Programs that have official “inactive” program status with the CTC and are not accepting new candidates.

- Important you identify if some programs should be made inactive with CTC.
- These programs are reviewed in a modified manner depending on a variety of factors.
- Need to communicate about these programs with CTC consultant



# What can I get Started on Today?

Establish a relationship with your consultant

- Monthly check-in
- Ongoing email communication
- Address any remaining issues with Preconditions

Begin work on the logistical details

- Secure hotel
- Notify stakeholders of interview dates
- Clarify Programs Offered

Update Program Summaries

Common Standards due February 28, 2018 for **Yellow** Cohort

Work with your CTC Consultant

# Lastly, Breathe....

*Remember: The point of the site visit is to be able to tell your story.* How you operate your programs, how you work with your stakeholders, how you ensure that every single one of your candidates leaves your programs with the knowledge, skills and abilities required of the credential.

The team is looking for alignment with the standards, candidates and graduates that feel supported and well prepared, employers who are satisfied with the quality of the preparation their new educators are receiving, and evidence that programs are making a positive impact on education.

Preparing for the visit allows your team the opportunity to determine what you are doing well and to enact changes to areas where your programs can improve.

